Introduction
The IET’s free, UK based, Lifeskills workshops are designed to provide a brief introduction to 17 key topics, relevant to any professional looking to enhance their skill set. These generic Lifeskills workshops focus on key soft skills, allowing us to complement the more technically focused events produced by the IET.

The IET supports the delivery of Lifeskills as part of our drive to increase skills and professionalism in the engineering sectors. Many of the topics covered will assist anyone looking to become professionally registered, as they link in with the competencies set out in the UK-Spec.

Members and non-members are encouraged to attend a Lifeskills workshop. They provide a great opportunity to network and meet new people in your region. In addition to this, you can also record your attendance as part of your Continuous Professional Development (CPD).

Why should my Local Network organise a Lifeskills workshop?
Organising a workshop can be beneficial for the following reasons:

- attracting YP’s/students – many of the workshop topics appeal to younger people looking to improve on their soft skills
- reaching beyond the IET – attracting new attendees offers an opportunity to increase awareness of the IET and your LN to people in your local area
- learning something new – you can also partake in the workshops and learn new skills
- interacting with the attendees – partaking in the group activities is also a great way of networking and getting to know more people in your local area

My Local Network would like to offer a Lifeskills workshop. How do I book one?
Booking is very simple. All you need to do is email the Professional Development courses admin team at lsbooking@theiet.org.

On this initial email, all you need to include are:

- Dates that you have in mind for the event
- Which topics you would like (from our portfolio)
- Name of your Local Network area

This can then be booked in with the trainer. The courses admin team require a minimum of eight weeks’ notice for an event. They will email you a short booking form to complete and send back. On this form you will confirm the date, time, venue and topic for the workshop, along with your contact details. Once we have received your completed form, we will confirm the booking.

So I need to book the venue?
Yes it is the Local Network’s responsibility to book and pay for the venue. It is essential that you book your venue as soon as you can to ensure that it is available on the date you have booked with the courses admin team. Also be aware that for a successful Lifeskill event, you will need to book a room big enough to hold the maximum of 30 delegates. As Lifeskills run in the evenings, check that your venue is...
open late enough for the event. Most events run from 18:00 - 21:00 so book the room until 21:30 to allow plenty of time for everyone to leave.

How should I advertise the event?
The courses admin team will create the event registration on the Plus4 events registration system. Once this is done, they send you the URL link to set up an event calendar with the workshop information on. This is how your event is advertised – in addition feel free to put up posters and promote the event in other ways that you may think of.

How is the event confirmed?
Once a minimum of 15 delegates have registered for your event, the courses admin team will email you a simple joining instructions form to complete and return to them. On this form you will need to complete all of the venue details, start/finish times, maps and directions for the event. They will then send these out to the delegates two weeks prior to the event.

How do I collect feedback following the event?
Following the event, the courses admin team will send out an online feedback survey to all who registered. Feedback is collated using the Plus4 system.

What else should I be thinking about if my Local Network is running a Lifeskills workshop?

Layout of the room: Most of the Lifeskills run more effectively with a ‘cabaret’ style layout if possible. Groups of 4-6 people per table, ensuring that all delegates are able to face the front to see the screen. Auditoriums and lecture style theatres with static or no tables are not ideal, as most of the Lifeskills are interactive and require group work.

Equipment: Check what equipment the venue can provide for you. As a standard we need a projector and screen available to us, along with a flip chart stand and pad. Everything else (Laptop, flip chart pens, workbooks) will be provided by the trainer.

Refreshments: Most Lifeskills events provide refreshments on the night. This is dependent on what budget you have. It is suggested having water, tea and coffee available as a minimum. It is a nice idea to include on the joining instructions what sort of refreshments will be available on the night, to allow people to prepare accordingly.

Communicate: Throughout the booking process and leading up to your event, it is essential that you respond to any emails from the courses admin team and the trainer, as soon as possible. By doing this, any obstacles can be overcome as soon as possible and you can be supported throughout the process to ensure that the event runs smoothly.

Signs: Help the delegates find your event, by displaying IET signs directing them to the room.

Be there on the night: It is essential that either you or a representative attends the event. As you organised it, you are the best person to meet and greet your delegates, promote further events and answer any questions that people may have about your local network.

For further information on IET Lifeskills and other IET courses, please visit:
http://www.theiet.org/membership/career/courses
Have you got something to say on this subject? Would you like to connect with other IET Communities volunteers? Then go to the IET Volunteers Community on [www.theiet.org/vc](http://www.theiet.org/vc)

You can view the latest version of this briefing on [www.theiet.org/running-events](http://www.theiet.org/running-events)

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